

VACANCY ANNOUNCEMENT
2007-06-11CE-CL

U. S. COURT OF APPEALS FOR THE Third Circuit
Assistant Circuit Executive
Human Resources - Budget/Finance Units

Closing Date: July 9, 2007

Salary: CL 28 - CL 31 based upon qualifications and experience
(Min. \$52,259 - Max. \$143,807)

POSITION OVERVIEW

This position is located in the Circuit Executive's Office, Third Circuit, Philadelphia, Pennsylvania. The position manages two consolidated units: Human Resources and Budget/Finance. The incumbent reports to the Deputy Circuit Executive regarding daily operations and the Circuit Executive for all policy matters. Works on ad hoc projects as necessary. Federal court experience preferred.

The Manager will supervise two first line supervisors and their respective staff members in support of all aspects of the management of Human Resources (to include but not limited to recruitment and staffing; classification and compensation; benefits, performance management, grievance procedures and equal employment opportunity). The incumbent is responsible for the development of internal training programs for the Court of Appeals, as delegated by unit head(s).

In addition, the manager will oversee all accounting processes for the business of the court units, including procurement, budget and finance. Will manage monthly financial reporting processes and maintenance of related supporting schedules. Oversee the development and maintenance of internal operating procedures to ensure compliance with the Administrative Office of the United States Courts Guide to Policy and Procedure. Responsible for accuracy of all matters pertaining to the financial activity of the court. Assure proper segregation of accounting functions.

REPRESENTATIVE DUTIES

Human Resources:

- The primary focus of the job is to manage the administration and supervision of the human resources and training activities, ensuring accuracy and completeness of data, quality of service and compliance with internal controls, government requirements, regulations and policies.
- Assess training needs; develop internal training programs; coordinate, deliver and evaluate outside training programs. Evaluate and utilize existing training programs available to employees through internal on-line access.
- Update manuals, policies and procedures for local practices in accordance with the Guide to Judiciary Policies and Procedures.

- Review, research and make recommendations regarding workers compensation claims.
- Prepare and coordinate circuit-wide reports related to human resources as directed by the Administrative Office and the Court of Appeals.

Budget and Finance:

The primary focus of the job is to manage the administration and supervision of the Procurement, Budget and Finance unit ensuring accuracy and completeness of data, quality of service and compliance with internal controls, government requirements, regulations and policies.

REQUIREMENTS

- Minimum five years of general experience preferred in progressively responsible positions which demonstrate general knowledge of management practices and administrative processes; ability to analyze problems and provide alternate solutions; the ability to communicate with others, orally and in writing; demonstrated ability to exercise mature judgement. A BS degree may be considered as substitution for some of the general experience requirement of five yrs. (For those applicants in federal service, one year must have been served in the next lower grade).

●Prefer five years of progressively responsible administrative managerial experience that provided an opportunity to gain (1) skill in dealing with others in person-to-person relationships, (2) the ability to exercise mature judgment, (3) a thorough knowledge of the concepts, principles, and theories of management. Must possess a demonstrated ability to provide leadership, negotiate with others, and recognize causes of and analyze problems and recommend practical solutions.

A successful candidate should be responsible, poised, possess tact, good judgment, initiative; possess highly-developed communication skills, both written and oral; must maintain a professional demeanor at all times and have the ability to work harmoniously with others.

- At least three years of specialized experience in at least one but preferably two or more functional areas of personnel management (classification, staffing, training, employee relations, etc.); and, administration of procurement, budget and finance (including spreadsheet, word processing, project management) that require knowledge of the rules, regulations, terminology, etc. of accounting procedures. Must possess excellent computer skills. The above experience must include management and knowledge and experience in the areas of purchasing and property procurement and management; fiscal management, such as budgeting, accounting, financial reporting, and management analysis.

BENEFITS

- 10 paid holidays per year
- Up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Optional long-term care insurance

- Optional participation in Health and Dependent Care Reimbursement Accounts
- Participation in the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen, or a citizen of a country with a defense treaty with the U.S. who is eligible to work in the U.S. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a fingerprint check. Direct deposit of pay required.

APPLICATION INSTRUCTIONS

Send your cover letter, resume and e-mail address to the attention of Patricia Moore, Office Manager, Circuit Executive’s Office, 22409 U.S. Courthouse, 601 Market Street, Philadelphia, PA 19106 or respond by e-mail with the required paperwork to ACEmgr@ca3.uscourts.gov

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